



AGENDA

Public Records Board
November 20, 2017
1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

1. Call to Order (Blessing)
2. Approval of August 28, 2017 Minutes *
3. Comments from Chair (Blessing) – Matt Blessing will address requests from attendees at the October 19th conference to develop guidelines regarding text messaging and social media.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Fourth Quarter 2017 Public Records Board Record Series (PRB) Index
(<http://publicrecordsboard.wi.gov/docview.asp?docid=28436&locid=165>).
 - 75 RDAs from 11 state agencies
 - 73 RDAs from 4 counties and local governments
 - 7 RDAs from the University of Wisconsin
 - 22 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Barth) – Linda Barth will provide an update on the Committee's current projects.
 - i. Discussion of a proposed Guidelines for the Management and Retention of Public Record Email.
 - c. Policy and Governance Committee (Blessing) – Matt Blessing will provide an update on the Committee's current initiatives.
 - i. Progress report on the municipal records manual from Andrew Baraniak, Local Government Archivist, WHS.
 - ii. Update on the current General Records Schedule policy, its implementation and use within state agencies, proposed revisions and the related documents the policy effects.
5. Other Business
 - a. 2018 PRB Schedule *
 - b. Digitization Project Guidance Documents – Sarah Grimm and Andrew Baraniak, WHS Archivists, will present and discuss the digitization guides for state agencies and local units of government. *
 - c. Records Management Conference – Linda Barth will provide a recap of the conference.
6. Adjourn

* Items scheduled for Board action. The Board may also take action on other agenda items as appropriate.